

Lansing Community College  
Academic Senate Meeting  
January 18, 2019, 9-11 am, Administration Boardroom

**Senators Present:** James Allen, Marvin Argersinger, Joe Barberio, Suzanne Bernsten, Matt Boeve, Ed Bryant, Christine Conner, Michelle Curtin, Tim Deines, Nancy Dietrich, Peggy Dutcher, Cheryl Garayta, Bo Garcia, Nikki Gruesbeck, William Gustin, Jennifer Hilker, Andrea Hoagland, Jeff Janowick, Mark Kelland, Terrence King, Eliza Lee, Judy Leventhal, Megan Lin, Melissa Lucken, Zachary Macomber, Vern Mesler, Ronda Miller, Elaine Pogoncheff, Kari Richards (by phone), Christopher Smelker, Tedd Sperling, TeAnna Taphouse, Ed Thomas, Pam Tobin, Cathy Wilhm Veronica Wilkerson-Johnson, Denise Warner, Richard Williams

**Senators Absent:** Kevin Bubb, Monica Del Castillo, Dawn Hardin, Dylan Lack, David Mattson, Connie Smith

- I. Call to Order (9:05AM)
- II. Roll Call (9:06AM)
- III. Approval of Agenda (9:07AM)
- IV. Approval of Minutes (9:07AM)
- V. Public Comments
  - a. None
  
- VI. President's Report
  - a. We never approved a Faculty Prioritization Process. We will bring that back in a future meeting. A&S needs a faculty member to be on this team since Dan Harned has retired. Please contact Andrea Hoagland. Does not have to be a senator.
  - b. Start thinking about StarTalks nominations. There will be more information at the next meeting and in the Star
  - c. Senator Jeff Janowick (former President of the Senate) – There is a new Social Media Policy. Need to think of all of us as partners in trying to achieve these goals. Three years ago the first thing dealt with as president was a proposal about social media policy. It was brought to the senate and Jeff worked with public relations. Ended up drafting a policy that dealt with concerns. They didn't take everything but we worked together as partners. People were concerned about pedagogy, using social media in class, etc. Some people felt it was punitive. Some felt it wasn't focused on academic or the college but rather what you're doing on your own time. The policy we drafted was much more focused on LCC social media. If you read The Star there is a new Social Media policy. And it is very similar to the first draft before the senate was brought to it. Jeff is more concerned with the process. We open up The Star and a policy is there with no

input. We talk a lot about process, maybe we can have a process conversation on things that are not as important. How do we have these conversations? How do we work as partners? How does the Senate get involved in processes like this? We need to keep in our minds on how we are making decisions. It seems like it's better if we work as partners. If you haven't looked at the social media policy, please do so!

- d. Executive Vice President Lisa Webb Sharpe – James Mitchell has managed the process for Social Media policy. It does have broader reach than the previous process.
- e. Labor Relations & Organizational Development Director James Mitchell – We did work with the labor coalition and all union presidents. Followed the contractual agreement, which falls outside the academic senate. The previous policy is still in effect. We are working on updating the procedure. It's not just a faculty of MAHE issue but a whole college issue.

## VII. Provost's Report

- a. We are entering Black History Month celebrating and this year is the 400 year celebration of blacks in America. Check out the schedule for events.
- b. We are having Campus Forums on the TLC renovations. There are open to all. The forums are Gannon Conference Center Wednesday at 1:00-2:00 or 5:00-6:00.
- c. Experienced StarPower showcase coming up. Would like to see more people nominated for teaching faculty of the year and administrative professional of the year.
- d. Dorothy Tappenden is changing from Interim to actual Associate Dean of Math and Science.
- e. Tim Kelly is serving as interim director of Integrated English. Cheryl Garata is now the new Director for Academic Quality out of Student Affairs.
- f. First drawing for faculty who have finished their accessibility work has happened. You report that you have completed your accessibility work for a course to your associate dean. Provost office has a drawing.
- g. Upcoming financial services briefing and budget. Tuesday January 29<sup>th</sup> ADM 200 and Thursday Jan 31 at West Campus. RSVP email Lisa Pierce. All employees welcome
- h. Non-Discrimintory clause is going to be included on all Concourse syllabi. This is related to an audit that we did to make sure our civil rights clause is available to everyone to see. Bentrelle Carroll wrote it up. It will appear and you don't have to worry about it being added to your syllabus.
- i. Timely feedback in the gradebook. We talked about leaving dates when students are finished with assignments. This is a DOE requirement that deals with Financial Aid. It is a way to standardize documentation. The particular students

who we are looking at are the students who withdraw completely. This is how we identify to the DOE the last date of academic activity. If we can't identify the date, then we have to pay the DOE back whatever we gave to the student. We want to make sure we identify these students and accurately identify the last date of activity. E-Learning sent a short 2 min video about where you can put this data. "Leaving Timely Feedback for Students in D2L."

- i. Senator Mark Kelland – Are we actually giving them what they need? What if I have a due date for a presentation as May 3<sup>rd</sup> but can present on any quiz day through out the semester? We need to know exactly what they need and the senate can advise on how to get exactly what they need.
- ii. Senator Peggy Dutcher – The term academic activity may have been missed. If a student is attending class is that academic activity? Is it an actual grade or is it attendance.
- iii. Provost Elaine Pogoncheff – That is up to the instructor. I didn't just lecture, there was a lot of group work and activity so that was academic activity that showed that they participated. Participation as opposed to just attendance.
- iv. Senator Peggy Dutcher– Not all courses use participation as points.
- v. Provost Elaine Pogoncheff – The master course syllabus speaks to percentages. Can convert to points. Reinterpret the syllabus from percentage points to points.
- vi. Executive Vice President Lisa Webb Sharpe – The DOE wants us to prove with some sort of evidence that the student had activity up to a certain date. How we come up with that is how we get to that.
- vii. Senator Tedd Sperling – The remnants of every course is what can be exported from our gradebook. That's why we are entering into D2L. Could this operations been done automatically or programically? Not have every professor go through every assignment.
- viii. Senator Mark Kelland – We will discuss this more next meeting when it is on the agenda.
- ix. Senator James Allen – We are a non-attendance institution. How can we be a non-attendance institution if we do enrollment verification and last date of attendance?
- x. Provost Elaine Pogoncheff – If we are an attendance taking institution we have to do a lot more reporting on everything.
- xi. Director of the Office of Compliance Bentrelle Carroll – If we are an attendance taking institution then we have to take attendance for everything. We can end up getting fines for not enrollment verification. There are some programs that require attendance and some people take attendance. We don't do it as a whole as a college because we would have

to report a lot more. You can take attendance but as a college as a whole we are not an attendance taking institution.

VIII. Consent Agenda – Action Item

- i. Curriculum Committee Course Recommendations
  - a) New Course PFKN201: Exercise Physiology Lab,
  - b) Revised proposals are for:
    - i) CHDV 100: Foundations of Early Childhood Ed
    - ii) CHDV 215: Infant Toddler Program Dev
    - iii) CHDV 222: School-Age: Out-of-School Care
- ii. Approved without objection

IX. Discussion of Co-Curricular Programs (Senator Mark Kelland)

- a. Senators reviewed the “definition” of co-curricular, looked at the different areas listed under co-curricular and discussed questions on Assessing Co-Curricular Student Learning Outcomes.
- b. Senator Peggy Dutcher – It would help in the discussion if we knew the purpose of this.
- c. Director of Assessment Karen Hicks – This discussion on co-curricular is sponsored by CASL. This is a college wide discussion on how we define co-curricular. Who are we going to assess and how are we going to assess them? There are different goals, learning objectives and ways we asses them. As a community how are we going to define co-curricular.
- d. Assistant Dean of Academic Affairs Tracy Labadie – As an HLC institution we have to have continuous quality improvement. We also offer other things for students to supplement learning in the classroom. What opportunities do we have? We need to define these opportunities for the institution.
- e. Senator Richard Williams – We need a working definition of extra curricular because it seems like its the same as co- curricular.
- f. Senator Mark Kelland – Example would be that a sport for my psych student is extra curricular but the psych club would be a co-curricular.
- g. Director of Assessment Karen Hicks – When we talked the last time, is that the learning activity should directly address an ELO.
- h. Senator Mark Kelland – HLC doesn’t define co–curricular because there are a lot of different types of institutions. They will accept our definition.
- i. Senator Jennifer Hilker – In kinesiology, sports would be a co-curricular. So does the definition need to be college-wide?
- j. Senator Mark Kelland – That is the problem. HLC needs a college wide definition so that is what we are talking about.
- k. Senators spent about 20 min in discussion.

- X. Discussion of a Science & Technology Core (Computer Information Technology faculty Daniel Rafail)
- a. Senator Mark Kelland - MTA and Core are not the same thing. You can fulfill MTA and have nothing in communications, science, or global perspectives. When we dropped the requirement of CORE we dropped out of compliance with HLC because it requires global perspectives. This is the first step in a discussion about CORE and general education. This is an opportunity for us to demonstrate academic leadership. Ongoing and broad discussion. We have a member of Curriculum Committee who teaches Computer Information Technology. Dan Rafail.
  - b. Instructor Dan Rafail – 20 years ago there wasn't as much of a purpose for the CORE areas. CIT is an applied science. Science and Technology Core Proposal. Define a student centered CORE purpose and redefine the current CORE to include courses that benefit students by employing relevant discipline specific applied scientific methods and techniques. The purpose of the proposal is the Student focused CORE. Ensuring students have a science and technology background. Application of existing science. All science courses on the MTA are approved for the Science and Technology Core use. Courses that are not on the MTA should be available only to the students on specific applied certificate of degree pathways that are not primarily designed for transfer and the courses need to meet the following additional requirements: define scientific method and describe how it relates to the specific discipline being studied, identify and use one or more scientific processes including industry specific methods where applicable to achieve practical or useful results in projects and or assignments, note in the course description whether it is or is not intended for transfer credit.
  - c. Academic Affairs Project Manager Rafeeq McGiveron – I like the idea proposing. Instead of focusing on CORE, we should focus on MTA. We are a sending institution but also a receiving institution for MTA. Our global core might be more narrow than we originally defined. Maybe we should look at MTA light (fewer courses).
  - d. Daniel Rafail – These students are not working on transfer, they are working on occupations. They deserve the same respect as transfer students. Science and technology core is meant to expand science with that technology word.
  - e. Senators were given about 20 min for discussion.
- XI. Reflection/Discussion of Procedural Changes (e.g., No Late Adds, No Faculty-Initiated Withdrawals, Early Alert, etc.)
- Martine Rife – Can't believe that we even had the policy where faculty could withdraw students. Faculty have various feelings. We were probably the only college in the

country that allowed faculty to withdraw students. We should consider getting rid of enrollment verification.

Senator Peggy Dutcher – We need more in depth discussion. Move it to the next meeting.

XII. Potential Future Agenda Items

- a. Elaine – Retiring July 26<sup>th</sup>. Making a plan for transitions.

XIII. Motion to adjourn

- a. Senator Zach Macomber motions.
- b. Senator Chris Smelker seconds.
- c. Adjourn (10:57AM)

***Purpose:** The purpose of the Academic Senate will be to provide faculty input and advice to the administration concerning issues of College-wide educational philosophy, College-wide academic policy, and priorities in the College-wide deployment of capital or financial resources, except as covered by the scope of collective bargaining. The Senate will be proactive and collaborative in its approach, seeking consensus whenever possible, and will foster and support effective and transparent communication with the college community. Student learning is the ultimate goal of this body.*

Respectfully submitted by Academic Senate Secretary, Eliza Lee